



**SPALLATION NEUTRON SOURCE PROJECT**  
**EUROPEAN PROCUREMENT PARTNERS MEETING**  
**BY SPECIAL INVITATION, YOU ARE INVITED**

**SNS INSTRUMENT SYSTEMS**

is sponsoring a one-day meeting to familiarize prospective European vendors in the preparation of responses to solicitations – Requests for Quotations (RFQ), Requests for Bids (RFB), and Requests for Proposals (RFP)

- DATE:** Wednesday, 30 January 2002
- TIME:** 0800 – 1700 hrs
- LOCATION:** SOFITEL Brussels Airport Hotel  
Tel. No. (+32) 2-713-6666  
Brussels, Belgium (Details Attached)
- RSVP:** No Later Than 18 January 2002  
Email: [dtravis@pbs-llc.com](mailto:dtravis@pbs-llc.com)  
Facsimile: +1 703 393 1366
- REGISTRATION:** Please complete the attached REGISTRATION FORM for each attendee no later than 18 January. There is no fee for participation.
- TRAVEL:** You are responsible for travel and hotel reservations. The hotel has set aside rooms for the event – please inform them that you will be attending the SNS Procurement Partners Meeting.
- SPEAKERS:**
- Mr. Barry Miller, Director of Procurement, SNS,**  
*Senior Procurement Executive for SNS, will provide an overview of this critical international project and discuss the procurement strategy.*
- Dr. Frank Klose, Instrument Scientist, Intense Pulse Neutron Source, SNS-Argonne National Laboratory,**  
*one of SNS's leading instrument scientists, will address the upcoming SNS Optics solicitations, provide a perspective on the challenges incurred in the past and share Project challenges relative to Schedule, Risk Management, Quality and Price.*
- Mr. Daniel Jacobs, CPCM, CMC, Chairman, The Federal Market Group and EuroMarket Group,** *is recognized as an international authority on public contracting. He has worked with DOE National Laboratories since 1987 providing consulting and training. He is the Source Selection subject-matter expert for the U.S. Government. His commercial clients have won more than \$5 billion in government contracts in the past three years and he will share his winning techniques and tools. [www.pbs-llc.com](http://www.pbs-llc.com)*
- Panels** – SNS scientists, engineers and administrators will answer questions.



## SPALLATION NEUTRON SOURCE PROJECT

### EUROPEAN PROCUREMENT PARTNERS MEETING

#### AGENDA

*30 January 2002*

*Sofitel Brussels Airport Hotel*

*Brussels, Belgium*

|      |   |  |
|------|---|--|
| 0800 | Registration  | <b>Register, Coffee/Tea</b>  |
| 0900 | Welcome   | <b>Scott Hansen</b> , Managing Partner, The EuroMarket Group, Brussels   |
| 0905 | Introductions   | <b>Dan Jacobs</b> , Chairman, The Federal Market Group/<br>EuroMarket Group  |
| 0930 | SNS Project<br>Procurement  | <b>Barry Miller</b> , Procurement Director, SNS-Oak Ridge<br>National Laboratory                                   |
| 1000 | Break   |  |
| 1015 | ANL/SNS   | <b>Dr. Frank Klose</b> , Instrument Scientist, Intense Pulse<br>Neutron Source, SNS-Argonne National Laboratory    |
| 1100 | SNS/U.S.<br>Procurement Rules<br>& Source Selection<br>Procedures | <b>Dan Jacobs</b>  |
| 1145 | Questions &<br>Answers  | <b>Panel:</b> Frank Klose, Joe Ingraffia, Dan Jacobs, Larry<br>Kurek, Barry Miller, Ralph Niemann, Joel<br>Pearman |
| 1230 | Lunch   | <b>Private Dining Room Provided – Each Attendee Pays</b>   |
| 1400 | SNS RFP Format<br>and Responsive/<br>Responsible<br>Proposals     | <b>Dan Jacobs</b>  |
| 1600 | Break   |  |
| 1615 | Q & A   | <b>Panel:</b> Frank Klose, Joe Ingraffia, Dan Jacobs, Larry<br>Kurek, Barry Miller, Ralph Niemann, Joel Pearman    |
| 1650 | Closing Remarks   | <b>Barry Miller</b>  |
| 1700 | Adjournment   |  |



## SPALLATION NEUTRON SOURCE PROJECT

### EUROPEAN PROCUREMENT PARTNERS MEETING

30 January 2002  
Sofitel Brussels Airport Hotel  
Brussels, Belgium

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### REGISTRATION FORM

Please provide the following information to register for the Partners Meeting in Brussels. Each individual attending please complete this form. **Also include your itinerary.**

**Email the information to [dtravis@gbs-llc.com](mailto:dtravis@gbs-llc.com) or Fax to Deana Travis at U.S. Telephone number +1 703 393 1366.**

**Name:**

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**Title: (Mr., Ms., Prof., Dr., etc.)**

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**Job Title:**

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**Name of Organization:**

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**Address:**

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**City:** 

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**State, Province, etc (if applicable):**

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**Country:** 

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 **Post Code:** 

---

**Telephone Number:** 

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 **Country Code (    )** 

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**Facsimile Number:** 

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**Email Address:** 

---

**PRODUCTS/SERVICES:** (Briefly describe what products and/or services you provide)

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**SPALLATION NEUTRON SOURCE PROJECT**  
**EUROPEAN PROCUREMENT PARTNERS MEETING**

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*In the interest of improving communications with Vendors, SNS requests that you complete the following questionnaire and forward with your registration form. This is not mandatory, but it will help to facilitate future solicitations and discussions during the meeting. Thank you!*

- 1. Have you performed a contract with U.S. DOE Laboratories or any other U.S. Government-sponsored organizations?**

**YES** \_\_\_\_\_

**NO** \_\_\_\_\_

**If YES, please name the laboratory (s) and/or government-sponsored organization(s).**

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- 2. What do you consider most ambiguous about the solicitations that you receive from SNS?**

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- 3. How can SNS improve communications with European Vendors?**

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**THANK YOU!**



## **EUROPEAN PROCUREMENT PARTNERS MEETING**

30 January 2002

Sofitel Brussels Airport Hotel

Brussels, Belgium

### **Hotel & Meeting Room Information**

*The Federal Market Group/EuroMarket Group* is facilitating this meeting.

**You are responsible for reservations.** Please inform the hotel that you are attending the *SNS Procurement Partners Meeting* to receive the special room rate - 160 or 175 Euros (\$141 or \$154) depending on the room. For a virtual tour of the hotel and on-line reservations, visit [www.sofitel.com](http://www.sofitel.com) and find the Sofitel Brussels Airport Hotel.

Please make your reservations as soon as possible! There are limited rooms set aside.

There are a number of reasonable hotels within walking distance of the hotel.

Contact us if you need assistance.

**Please provide a copy of your itinerary** to [dtravis@gbz-llc.com](mailto:dtravis@gbz-llc.com). We will be available at the hotel to facilitate your arrival, stay and departure.

### **SOFITEL BRUSSELS AIRPORT HOTEL**

Hotel Code

0548

#### **Address:**

Bessenveldstraat 15

1831

BRUSSELS ( DIEGEM )

BELGIUM

Tel : +32 2 713 6666

Fax : +32 2 721 4345

E-mail : [H0548@accor-hotels.com](mailto:H0548@accor-hotels.com)

Front Office Manager:

Ms. Brigitte Grandjean

The hotel is located near the airport & to the intersection of international motorways.

Spacious free car park, private garden, 125 rooms, 12 meeting rooms.

Bar, gastronomic restaurant and fitness center. Free shuttles to and from airport & local companies.